

# Ex M to Decl of McCallion

NEW JERSEY LLC FORMATION CHECKLIST

LLC NAME: RBSG ENTERPRISES, LLC

- ☐ Client confirmation, re: no trademark work
- ☒ Conduct name search 1/3/06
- ☒ File Certificate of Formation 1/6/06
- ☐ Preparation of Bank Resolution
- ☐ Preparation of Operating Agreement SAM
- ☐ Preparation of computerized Ownership Ledger
- ☐ Preparation of Ownership Certificates, if necessary
- ☐ Preparation of Assignment, if necessary
- ☐ Order Minute Book or use 3-ring binder
- ☐ Forward Certificate of Formation and Operating Agreement to client for signature
- ☐ Receipt of Operating Agreement from client  
(follow-up in one month)
- ☐ Preparation and filing of Annual Report and open file number if Stark and Stark is serving as  
Registered Agent
- ☐ File any alternate name registrations
- ☐ File any foreign qualifications

000001000

EMPLOYEE ID#:

- ☐ File for EIN#  
*or*
- ☐ Send accountant letter to file EIN# 3-21-06 (email)  
*or*
- ☐ Send client instructions for filing EIN#
- ☐ Receive client's EIN#  
(follow-up in three months)

ADDITIONAL COMMENTS: